

U.S. Army Chaplain Corps Journal Style Guidelines

Purpose of These Guidelines:

We want you to know what you can expect as a contributor to the *Journal*. These guidelines do that. We also know that you may have questions that aren't covered here and at a number of times—including now—invite you to reach out to us about your work.

Before You Submit:

The *Journal* accepts articles. We do not accept pitches or abstracts. We also do not allow simultaneous submissions. Your article should be between 2000-3500 words; the word count does not include your endnotes. You may want to review a book (or even a movie or podcast or similar); that review should be between 1000-2000 words. If you have an idea for a piece that doesn't neatly fall into one of these categories please reach out to us; we'd like to hear from you. Authors and contributors who need to complete the pre-publication review process should do so before submitting.

We are happy for you to be in touch with us prior to submission; please contact us with questions or comments at:

usarmy.jackson.usachcs.mbx.journal@mail.mil

Your Submission:

The *Journal* prioritizes work that enhances professional chaplaincy practice and theory. Because this is necessarily broad, the *Journal* accepts a wide range of articles from a wide range of writers. The *Journal* prioritizes clear writing about complicated subjects. You have expertise, experiences and perspectives that your readers do not and they have expertise, experiences and perspectives that you do not; write with this in mind.

Your piece may use abbreviations, acronyms, specialized terms, jargon, and titles and honorifics. Guidelines govern how to do this; you can scroll down to find links to useful resources. You may want to read older articles in the *Journal* to see all of this in action.

Please use endnotes for your citations. We prefer [Chicago Style](#) for endnotes. Cite generously; it's important to acknowledge the work of other writers and thinkers, and it's important that readers see you giving credit so that they can follow up on what is valuable to them, and so that they know when you are talking about your own original ideas and when you are engaging with other people's ideas. Older issues of the *Journal* provide examples of how to do this.

You may want to use hyperlinks in addition to or instead of endnotes, and we are happy to work with you on that.

Double space your submission, use 1-inch margins, indent paragraphs, and use 12-point font.

Please include your last name and a potential title for your piece in the file name. This helps the *Journal* keep track of submissions because it avoids having a lot of files called “Submission to Chaplain Journal” sent to us.

What to Include With Your Submission:

Provide a short biographical note that may run with your article. Please also provide contact information, and provide a single point of contact for pieces with multiple authors.

Include all images, graphs, tables, etc. that you want to run with your piece. If you have created these please provide that information, and if you are citing other people’s work please do so responsibly.

Because the publication process can be long the *Journal* makes every effort to stay up to date with contributors; if your contact information or biographical information changes please let us know.

After You Submit:

To develop writers and enhance professionalism in the Corps, the *Journal* uses a peer-review process. Peer review ensures that published articles are convincing to an audience because they are on a well-defined topic, clearly structured, supported by evidence and include references to sources. This is a process and the *Journal* does not expect that all submissions will meet these criteria upon submission, but supports and directs authors as they revise. During the review process, editors and reviewers look for two things. Submissions are first assessed according to their fit and appropriateness for the *Journal*. They are then screened for the presentation of content, which includes the logical organization and development of ideas, and the appropriate use of evidence. Reviewers communicate their feedback both to the *Journal* and the author. Reviewers are also encouraged by the *Journal* to communicate what is working well in the piece. This process is lengthy and can take up to a year, and even longer.

Contributors may be asked to make revisions based on editor and reviewer feedback. Revisions may include activities such as sharpening a thesis statement or focus, including more or different evidence, expanding on a point in the piece, streamlining prose, and other areas that make the piece a more convincing version of itself.

You can expect to hear from us when we’ve received your submission, when we’ve placed your submission with readers, and when readers have reported on your submission. We may contact you at other times and for other reasons, but these are the crucial points in our communications. We will do our best to use these occasions to talk with you about the timeline for publication of your individual contribution to the *Journal*.

All issues of the *Journal* undergo legal and public affairs review processes prior to publication.

The decision to publish, the date of publication, the final content of the piece, the use of paratext (images, charts, graphics, etc.) to accompany a piece, and other related issues are all at the sole discretion of the *Journal*.

How to Submit:

Include "Submission" in the E-mail title and the current title of your piece.

Please send as a Word attachment.

usarmy.jackson.usachcs.mbx.journal@mail.mil

We prefer submissions that come directly from the author or authors and not from a separate point of contact.

Publication Rights:

The *U.S. Army Chaplain Corps Journal* is an official publication of the US Army, as such the government owns the rights of articles published in the *Journal*. Unless expressly noted in an article, all articles are works of the U.S. Government in which no copyright subsists. Where copyright is indicated in an article, all further rights are reserved to the article's author. Once published, authors are encouraged to share their work on electronic platforms they use (FaceBook, LinkedIn, etc.) No compensation can be paid for articles. Authors should turn down requests by outside actors who offer anything in exchange for publicizing the author's article.

Resources for While You Work:

Please note that some of these are lengthy. We point you to the most useful material for your purposes. These are also searchable PDFs so should be user-friendly.

Chapter 3, Section 1 of this is helpful when you need to use neutral language, acronyms, jargon, abbreviations and specialized terms:

[Army Publishing Programs and Procedures AR PAM 25-40](#)

Consult this and use its principles to make your writing clear and understandable:

[Writing Style Guide and Preferred Usage for DoD Issuances](#)

Pages 9-10 provide useful guidance on style, pages 11-50 provide guidance on usage, and page 51 is helpful for abbreviations:

[National Defense University Press Publication Submission Guidelines and Style Sheet](#)

An alphabetized guide of specialized terms:

[DoD Dictionary of Military and Associated Terms](#)

The Table of Contents on page 13 is very helpful. Consult it when you are trying to resolve an issue in your writing:

[The Government Publication Office Style Manual](#)